****University of Louisiana at Lafayette

Administration and Finance

**CHECK REQUEST** (**FEES FOR PARTICIPANTS AND STIPENDS ) PUR 517**

Type of request: □ GSO □ SGA □ Participant Support *(Sponsored Programs)* □ Research Subject *(Sponsored Programs)* □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Date Encumbrance #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund/Org/Program:** | **Total Amount Requested:** | | **Commodity Code:** |
| **Department:** | **Contact:** | **Phone:** | **Email:** |
| **Study / Workshop / Grant Name:** | | | |
| **Brief Description of Participant’s Function:** | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Account Codes:** | | **760800 (PSC-Stipend)** | | **760810 (PSC-Travel)** | | **760820 (PSC-Subsistence)** | **760830 (PSC-Other)** | **760850 (Research Subject)** | | | | **760520 (Grant Aid)** | |
|  | | **630102 (PSC-Stipend)** *UL Employee/UL Student Employee* **630103 (Research Sub)** *UL Employee/UL Student Employee* | | | | | | | | | | | |
| **Account Code** | **Banner ID** | | **Payee** | | **Payee Mailing Address** | | | | **Amount** | **US Citizen**  **Y/N** | **UL Employee**  **Y/N** | | **UL Student Employee**  **Y/N** |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
| **TOTAL** | | | | | | | | |  |  | | | |

This approval serves as a certification that the participants have successfully completed the requirements of their participation in the referenced grant/study/workshop and is evidenced by the attached documentation signed by the participant.

Authorizing Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget/Comptroller Approval Signature Date

Encumbrance #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Account Codes:** | | **760800 (PSC-Stipend)** | | **760810 (PSC-Travel)** | | **760820 (PSC-Subsistence)** | **760830 (PSC-Other)** | **760850 (Research Subject)** | | | | **760520 (Grant Aid)** | |
|  | | **630102 (PSC-Stipend)** *UL Employee/UL Student Employee* **630103 (Research Sub)** *UL Employee/UL Student Employee* | | | | | | | | | | | |
| **Account Code** | **Banner ID** | | **Payee** | | **Payee Mailing Address** | | | | **Amount** | **US Citizen**  **Y/N** | **UL Employee**  **Y/N** | | **UL Student Employee**  **Y/N** |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
|  |  | |  | |  | | | |  |  |  | |  |
| **TOTAL** | | | | | | | | |  |  | | | |

This approval serves as a certification that the participants have successfully completed the requirements of their participation in the referenced grant/study/workshop and is evidenced by the attached documentation signed by the participant.

Authorizing Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget/Comptroller Approval Signature Date